



GOVERNMENT OF THE PUNJAB  
SERVICES & GENERAL ADMINISTRATION  
DEPARTMENT

(REGULATIONS WING)

Dated Lahore, the 2<sup>nd</sup> June, 2011

**NOTIFICATION**

**No.SOR-III(S&GAD)1-9/2011.** In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to make the following rules:-

1. **Short title and commencement.** - (1) These rules may be cited as the Punjab Revenue Department District Cadre Ministerial Service Rules, 2011.

(2) They shall come into force at once.

**E. M. BRANCH.**  
Dy. No. 1322  
Date 16.6.11

2. **Method of recruitment etc.** - The method of recruitment, minimum qualification, age limit and other matters incidental thereto for the posts shall be as given in the Schedule annexed with these rules.

3. **Repeal.** - The Punjab Revenue Department District Cadre Ministerial Service Rules, 2002 are hereby repealed.

**MUHAMMAD ILYAS**  
**SECRETARY (REGULATIONS), S&GAD**

**No. SOR-III(S&GAD)1-9/2011**

**Dated Lahore, the 4<sup>th</sup> June, 2011**

A copy is forwarded for information and necessary action to:-

1. The Senior Member, Board of Revenue, Punjab.
2. The Principal Secretary to the Governor of the Punjab.
3. The Secretary to the Chief Minister, Punjab.
4. The Registrar, Lahore High Court, Lahore.
5. The Chairman, Chief Minister's Inspection Team, Punjab, Lahore.
6. The Secretary to Government of the Punjab, Law & Parliamentary Affairs Department.
7. The Secretary to Government of the Punjab, Finance Department.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. The Accountant General, Punjab, Lahore.
11. The Secretary, Punjab Public Service Commission, Lahore.
12. All Additional Secretaries/Deputy Secretaries/Section Officers in S&GAD.
13. The Secretary (Revenue), Board of Revenue, Punjab, Lahore.
14. The Deputy Secretary (PC) Finance Department.
15. The Deputy Secretary (Reg), Law & Parliamentary Affairs Department.
16. The Private Secretary to Chief Secretary/Additional Chief Secretary/Secretary (Services), S&GAD.
17. The Superintendent, Government Printing Press, Punjab, Lahore with the request to get published this notification in the Official Gazette and supply 20 copies thereof to the undersigned.

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EF (Branch)
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09/06/11

**(MUHAMMAD SALEEM)**  
**SECTION OFFICER (R-III)**

Dy No. 3769  
PS to S&GAD  
Date 09/06/11



**SCHEDULE**  
(see rule 2)

Name of the Department	Functional Unit	Name of the Post with basis pay scale	Appointing Authority	Minimum Qualification for Appointment		Method of Recruitment	Age for Initial Recruitment		Examination, training and other conditions required for confirmation
				By Recruitment	Initial By Promotion		Min.	Max.	
Revenue Department	Revenue District Administration	1) Superintendent (BS-16)	Commissioner of the Division concerned.			By promotion on the basis of seniority-cum-fitness from amongst members of the service in the District where the vacancy occurs holding posts of Assistants/Head Vernacular Clerks with at least five years experience as such. <b>Note</b> -The office of Commissioner of Division concerned shall maintain a common seniority list of Assistants / Head Vernacular Clerks for the purpose of promotion to the post of Superintendent.			As may be prescribed by the Government.
Revenue Department	Revenue District Administration	2) Head Vernacular Clerk/Reader (BS-14)	Commissioner of the Division concerned.			By posting from amongst Assistants / Naib Tehsildars.			
Revenue Department	Revenue District Administration	3) Naib Tehsildar (Office) BS-14	Commissioner of the Division concerned.			By posting.			
Revenue Department	Revenue District Administration	4) Assistant (BS-14)	Collector of the District Concerned.	Graduate (second division) from a recognized university.		(i) 33% by initial recruitment; and (ii) 67% by promotion on the basis of seniority-cum-fitness from amongst members of the service in the District where the vacancy occurs holding the posts of Senior Clerks with at least three years service as such; or By transfer.	18	25	
Revenue Department	Revenue District Administration	5) Stenographer (BS-12)	Collector of the District Concerned.	i) Intermediate or equivalent qualification (second division) from a recognized Board; ii) A speed of 70 w.p.m. in shorthand in English and 35 w.p.m. in Type		By initial recruitment. If none is available, by transfer.	18	25	



				Writing (English), iii) Computer Literate in M.S. Office. Note:- Preference shall be given to a candidate who also knows Urdu Shorthand at a speed of 60 w.p.m. and typing (Urdu) at a speed of 25 w.p.m.					
Revenue Department	Revenue District Administration	6) Computer Operator (BS-12)	Collector of the District Concerned.	i) ICS (second division) or ii) Intermediate (second division) with one year Diploma in Computer Science from a recognized institute.		By initial recruitment.	18	25	-
Revenue Department	Revenue District Administration	7) Senior Clerk (BS-9)	Collector of the District Concerned.			By promotion on the basis of seniority-cum-fitness from amongst members of the service in the District where the vacancy occurs holding the posts of Junior Clerks with at least two years service as such; or By transfer.	-	-	-
Revenue Department	Revenue District Administration	8) Junior Clerk (BS-07)	Collector of the District Concerned.	Matriculation (second division) from a recognized Board with a speed of 25 words per minute in Type Writing. Note:- Preference shall be given to a candidate who also know typewriting in Urdu at a speed of 25 words per minute.		i) 80% By initial recruitment. ii) 20% by promotion on the basis of seniority-cum-fitness from amongst the members of the service in the District where the vacancy occurs holding the posts in BS-1 to BS-4 who are:- a) Matriculates b) have at least three years experience as such; and c) have a speed of 25 w.p.m. in typing (English) on Computer. or By Transfer.	18	25	-

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Revenue Department	Revenue District Administration	9) Driver (BS-04)	Collector of the District Concerned.	(i) Middle Pass; (ii) LTV Driving License; and (iii) LTV driving experience for three years.		By initial recruitment. If none is available, by transfer.	25	35	
Revenue Department	Revenue District Administration	10) Dispatch Rider (BS-04)	Collector of the District Concerned.	(i) Middle Pass; (ii) Motorcycle Driving License; and (iii) Preference shall be given to a person who has previous experience as Dispatch Rider.		By initial recruitment. If none is available, by transfer.	20	25	
Revenue Department	Revenue District Administration	11) Daftri (BS-02)	Collector of the District Concerned.			By promotion on the basis of seniority-cum-fitness from amongst members of the service in the District where the vacancy occurs holding the posts of Naib Qasid / Farash / Chowkidar with at least three years service as such; or By transfer.			
Revenue Department	Revenue District Administration	12) Qasid (BS-02)	Collector of the District Concerned.			By promotion on the basis of seniority-cum-fitness from amongst members of the service in the District where the vacancy occurs holding the posts of Naib Qasid with at least five years service as such; or By transfer.			
Revenue Department	Revenue District Administration	13) Head Mali (BS-02)	Collector of the District Concerned.			By promotion on the basis of seniority-cum-fitness from amongst members of the service in the District where the vacancy occurs holding the posts of Mali with at least five years service as such; or By transfer.			
Revenue Department	Revenue District Administration	14) Naib Qasid (BS-01)	Collector of the District Concerned.	Literate		By initial recruitment.	18	25	
Revenue Department	Revenue District Administration	15) Frash (BS-01)	Collector of the District Concerned.	Literate		By initial recruitment.	18	25	

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Revenue Department	Revenue District Administration	16) Maid (BS-01)	Collector of the District Concerned.	Five years experience in a nursery.		By Initial recruitment.	23	30	
Revenue Department	Revenue District Administration	17) Water Carrier (BS-01)	Collector of the District Concerned.			By Initial recruitment.	23	30	
Revenue Department	Revenue District Administration	18) Chowkidar (BS-01)	Collector of the District Concerned.	Literate.		By Initial recruitment. Note:- Relaxable for Ex-servicemen as laid-down in S&CAD notification No. SCR.II.9-1/72, dated 01.04.1976.	23	30	
Revenue Department	Revenue District Administration	19) Sanitary Worker (BS-01)	Collector of the District Concerned.			By Initial recruitment.	18	25	
Revenue Department	Revenue District Administration	20) Dak Runner (BS-01)	Collector of the District Concerned.	Literate.		By Initial recruitment.	18	25	
Revenue Department	Revenue District Administration	21) Jamadar (BS-01)	Collector of the District Concerned.			By Initial recruitment.	18	25	
Revenue Department	Revenue District Administration	22) Khalasi (BS-01)	Collector of the District Concerned.	Literate.		By Initial recruitment.	18	25	
Revenue Department	Revenue District Administration	23) Khansama / Cook (BS-01)	Collector of the District Concerned.	Two years experience as a Cook / Khansama in public / private sector organizations.		By Initial recruitment.	20	30	
Revenue Department	Revenue District Administration	24) Bearer / Walter / Room Attendant (BS-01)	Collector of the District Concerned.	Should be well versed with the job of a bearer / walter.		By Initial recruitment.	18	25	
Revenue Department	Revenue District Administration	25) Bahdar (BS-01)	Collector of the District Concerned.	Literate.		By Initial recruitment.	18	25	
Revenue Department	Revenue District Administration	26) Tubewell Operator (BS-01)	Collector of the District Concerned.	Literate.		By Initial recruitment.	18	25	





**GOVERNMENT OF THE PUNJAB  
SERVICES AND GENERAL ADMINISTRATION  
DEPARTMENT  
(REGULATIONS WING)  
Dated Lahore, the 16<sup>th</sup> February, 2021**

**NOTIFICATION**

**NO.SOR-III(S&GAD)1-7/2019.-** In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*), Governor of the Punjab is pleased to make the following amendments in the Punjab Revenue Department District Cadre Ministerial Service Rules, 2011 with Immediate effect:

**AMENDMENTS**

In the Punjab Revenue Department District Cadre Ministerial Service Rules, 2011, in the Schedule:

(1) After Sr. No. 1 [Superintendent (BS-16)], in columns 1 to 10, the following shall be inserted:

Name of the Department	Functional unit	Name of the Post with basic pay scale	Appointing Authority	Minimum Qualification for Appointment		Method of Recruitment	Age for initial Recruitment		Examination, training and other condition required for confirmation.
				By Initial Recruitment	By Promotion		Min.	Max.	
Revenue Department	Revenue District Administration	1a) Protocol Officer (BS-16)	Deputy Commissioner, Lahore	(i) Bachelors' degree (second division) from a university recognized by the Higher Education Commission; and (ii) four years relevant experience in guest relationing in hotels or clubs.	-	By promotion on the basis of seniority-cum-fitness from amongst the Senior Clerks (BS-14) and Stenographers (BS-15) with ten years' service with protocol duties in the functional unit.  If none is available by promotion then by initial recruitment.	25	30	-

- (2) At Sr. No. 5 [Stenographer (BS-12)], in column 3, for the figure "12", the figure "15" shall be substituted.  
(3) At Sr. No. 7 [Senior Clerk (BS-9)], in column 3, for the figure "9", the figure "14" shall be substituted.

**No.SOR-III(S&GAD)1-7/2019**

**AHMAD ALI KAMBOH  
SECRETARY (REGULATIONS) S&GAD  
Dated Lahore, the 23<sup>rd</sup> February, 2021**

A copy is forwarded for information and necessary action to:-

- The Senior Member Board of Revenue Punjab, Lahore.
- The Secretaries, Government of the Punjab,
  - Finance Department.
  - Law & Parliamentary Affairs Department.
  - Management & Professional Development Department.
  - The Deputy Commissioner, Lahore w/r to his letter No.PSO/Estt./5724, dated 05.10.2020.
- The Accountant General, Punjab, Lahore.
- The Secretary, Punjab Public Service Commission, Lahore.
- The Deputy Secretary (PC), Finance Department, Lahore.
- The Deputy Director (Legis), Law & PA Department.
- The Private Secretaries to the Governor Punjab / Chief Minister / Chief Secretary / Additional Chief Secretary, Secretary (Services) and Secretary (Regulations), S&GAD.  
PA to System Analyst Regulations Wing, S&GA Department, Lahore with the request to upload the said amendments in the official website of the Regulations Wing, S&GAD.

SECTION OFFICER (R-III)  
GOVERNMENT OF THE PUNJAB  
S&GAD

SECTION OFFICER (R-III)





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07 SEP 2021  
Date: 07/09/21

GOVERNMENT OF THE PUNJAB  
SERVICES AND GENERAL ADMINISTRATION  
DEPARTMENT  
(REGULATIONS WING)  
Dated Lahore, the 24<sup>th</sup> August, 2021

NOTIFICATION

NOTICE NO. 11/REGAD/18/2021(PG) In exercise of the powers conferred under section 21 of the Punjab Civil Servants Act, 1974 (VII of 1974) Governor of the Punjab is pleased to make the following amendments in the Punjab Revenue Department District Cadre Ministerial Service Rules, 2011, with immediate effect:

AMENDMENT

In the Punjab Revenue Department District Cadre Ministerial Service Rules, 2011, in the Schedule, in column Nos. 1 to 10, after Sr. No. 8 (Junior Clerk (BS-07)), the following shall be inserted:

Name of the Department	Functional unit	Name of the post with basic pay scale	Appointing Authority	Minimum qualification for appointment by		Method of Recruitment	Age for Initial Recruitment		Examination, Training and other condition required for confirmation
				Initial Recruitment	Promotion		Min.	Max.	
Revenue Department	Revenue, District Administration	(a) Telephone Operator (BS-07)	Collector of the District Concerned.	1) Secondary School Certificate (second division) from an Institute recognized by Board, and 2) computer literate in H.S. Office.		By initial recruitment.	18	25	10

AMIR ALI KAMSON  
SECRETARY (REGULATIONS) SAGAD  
Dated Lahore, the 21<sup>st</sup> August, 2021

1. The following is forwarded for information and necessary action to:-
1. The Joint Member Board of Revenue Punjab, Lahore.
  2. The Secretaries, Government of the Punjab,
  3. Finance Department.
  4. Law & Parliamentary Affairs Department.
  5. Management & Professional Development Department.
  6. The Accountant General, Punjab, Lahore.
  7. The Secretary, Punjab Public Service Commission, Lahore.
  8. The Secretary (General), Board of Revenue, Punjab, Lahore.
  9. The Deputy Secretary (PCS), Finance Department, Lahore.
  10. The Deputy Director (Legal), Law & PR Department.
  11. The Private Secretaries to the Governor Punjab / Chief Minister / Chief Secretary / Additional Chief Secretary, Secretaries (Services) and Secretary (Regulations), SAGAD.
  12. As to System Analyst Regulations Wing, SAGAD Department, Lahore with the request to upload the said amendments in the official website of the Regulations Wing, SAGAD.

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09-09-21  
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(Muhammad Raza)  
SECTION OFFICER (S-III)